

**ELA TOWNSHIP BOARD MEETING
MINUTES
THURSDAY, JULY 8, 2004
7:30P.M.
VILLAGE OF Lake Zurich Board Meeting Room
70 East Main Street, Lake Zurich, IL.
Revision #1-8-24-04
Approved 8-25-04**

1. Call To Order

The meeting was called to order at 7:07 p.m.

2. Board Roll Call: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch and Sullivan. Trustee Knudtson was absent.

Supervisor Tinerella's motion to enter into closed executive session for the purpose of possible pending litigation, land acquisition, personnel and minutes, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Burch, Black, and Sullivan all voted aye and the motion carried 4 to 0. Trustee Knudtson was absent.

The Regular Board Meeting reconvened at 7:40p.m.

3. Pledge of Allegiance

The Board led the audience in the Pledge of Allegiance.

4. Public Comment

Jim Tarbet of Lake Zurich read a statement to the Board on buying property and not having any monies left in reserve to develop the property. Don't spend money on property that the Taxpayers don't need was his main concern.

Barb Evans of Deer Park wanted to publicly say to the Board, "she was sure that the Board had read her article in the paper today, please let the public know what you are doing and lets properly plan what ever it is and I don't know if land is the proper use for the Township's money, but I have not heard a complete plan and without it I think it is irresponsible."

Dennis Abbott a life long resident of Ela Township said he had read an article in the paper that he was appalled with-he said this person was not at the April Meeting or she would of remembered that he stood up and said to the Board (that after talking to a lot of residents in the Township) at that meeting do not give Township money away that money belongs to the people of the Township that's tax dollars that you are going to buy this land with. Buy the land and obtain the title to this land and then you will have something for the future.

Approval of the Meeting Minutes: 6/10/04 and 6/21/04

Trustee Burch's motion to approve the minutes of 6/10/04, seconded by Trustee Black. Roll Call: Trustees Burch, Black, and Sullivan all aye and the motion carried 3 to 1. Supervisor Tinerella voted nay as she felt the meeting was a tough one and the Supervisor was sure it was difficult for the Clerk to prepare the minutes as well, but the Supervisor had a problem when the minutes are inconsistent with the way the minutes are being prepared where some are literally verbatim and others are complete omissions and using the first person in the minutes and the Clerk felt that if the Supervisor would give the Clerk her reports the minutes would not be inconsistent.

3rd MOTION: Trustee Burch's motion to approve the minutes of the Special Hearing Board Meeting of 6/21/04 that were prepared by Trustee Black, seconded by Trustee Sullivan. Roll Call: Trustees Burch, Black, and Sullivan all voted aye and the motion carried 3 to 1. Supervisor Tinerella voted nay as she felt that a lot of items that she brought up at this meeting concerns on why she voted no for this Road District budget and of which none are mentioned in these minutes.

6. Approval of Disbursement Audit: 6/09/04-6/29/04 and 6/30/04-7/7/04, investment report and income/expenditures reports for the first quarter of FY04/05

<u>General Town Fund</u>	<u>\$114,543.18</u>
<u>General Assistance</u>	<u>\$666.00</u>
<u>General Road Fund</u>	<u>\$3,330.67</u>
<u>Permanent Road Fund</u>	<u>\$27,395.74</u>
<u>Park Maintenance</u>	<u>\$9,381.05</u>
<u>Total of all Funds</u>	<u>\$155,316.64</u>

Trustee Burch's Motion to approve the Board Audits 6/09/04-6/29/04 and 6/30/04-7/07/04, seconded by Supervisor Tinerella.

Discussion:

Trustee Black questioned the check to an unauthorized employee for assisting at the administration office. This employee's hiring should have been approved by the board. When this situation came up in the past the Township Board determined that a replacement could not be hired without Board approval and the official who hired the replacement worker paid the salary themselves because the Board did not approve the expense and Trustee Black believes that this is a precedence that should apply in this same situation.

Supervisor Tinerella stated that this employee is not doing her job, he is running to the lending closet and answering the phone.

Trustee Sullivan stated that if you are elected to do a job, you should do it or be responsible for the hiring of an employee for replacement. Trustee Sullivan stated the Assessor offered assistance in the office but the Supervisor could not specify when she would need assistance.

Supervisor Tinerella had expressed concern about several of the Assessor staff attending a seminar in Naperville and many of them staying overnight for several nights. Supervisor Tinerella thinks the Board should set a policy about the distance that one would travel for a seminar to justify a Hotel stay.

Trustee Black stated that this item should be brought up when the Assessor was in attendance and could answer these concerns of the Supervisor and also that the Assessor has the authority to run her department as she sees fit.

Amend the previous motion to approve the Board audit minus the check number 23886 for \$105.79. Roll Call: Trustee Burch, Black and Sullivan all voted aye and the motion carried 3 to 1. Supervisor Tinerella voted nay.

Supervisor Tinerella's motion to have this employee work in the office at least ten hours a week until the administrator (Nora) is back from vacation
This motion did not pass for lack of a second.

Supervisor Tinerella stated that she would check with Assessor for help and you have to have a staff to run the office and you cannot expect elected officials to do that.

Supervisor Tinerella's motion to approve the investment report/income/expenditures report for the first quarter of FY 04/05 subject to audit, seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, Trustees Sullivan, Burch, and Black all voted aye and the motion carried 4 to 0.

7. Monthly Updates from Elected Officials (Township Supervisor, Clerk, Assessor, Road Commissioner and Trustees) and Department Heads (Social Worker, Senior Center, Youth Center and Bus Service)

Supervisor Report

1. Still have two residents that are on General Assistance case log who are applying for Social security disability and have been denied and they will be continuing pursuing that type of assistance and will continue on the Township General Assistance case log for rent assistance and medical as needed. Now that the Township has a Social Worker the Supervisor will be requiring that these two cases meet once a month with her, as part of the rules of attaining General Assistance from Ela Township.
2. The Township central accounting office is still not receiving copies of the invoices issued by the highway department to other villages for work being done

and this was brought up at the annual audit and the Supervisor mention this at the last Board meeting and she continues to receive no response to her requests and she is hoping that she does not have to file another F.O.I.A. to get copies of the paperwork from the road district, she will be brought to that point if she does not receive the paperwork by the time of next audit.

3. Supervisor Tinerella has been receiving several calls from young persons in the community that are wishing to do volunteer work and community service hours. The Supervisor met with three of them today and she set up some work for them to do in the Township parks, pulling weeds, picking up trash, painting trash cans.
4. Supervisor Tinerella had a conversation with a summer school teacher at the village of Lake Zurich (Patrick Flynn) and he asked if she would come to his class and give a short presentation on local government during the week of July 19 and he said there would be fair amount of police work interest from his students class so she will be bringing some one from the police department with her to this dog and pony show.
5. Supervisor Tinerella received a call from the Tribune on water boiling at Valentine Manor. She was unaware of anything and just so people know there is a water boiling in affect there.
5. Supervisor has had meetings with Township employees and insurance representatives from health insurance carrier Humana and HRA. Provider and flex- source and broker with the insurance resource consultants and they met with all the department heads and employees and they gave them a good overview on how the new insurance program will work with regards to employees requesting reimbursement for the increase deductible. The Township has done this to save approximately \$25,000 a year.
6. The Supervisor will continue to look for tasks that are being performed in the administration office that can be handled more cost effective by out sourcing the work and one example is payroll functions and possibly out sourcing the payroll.

Assessor and Highway Commissioner are away on vacation and the Senior Director is excused from this meeting.

Social Worker-Susan Kostner

Ms. Kostner briefly summarized her report for the month of June. This report will be attached to the back of the minutes.

After the Senior Newsletter went out Ela Township Social Worker received numerous inquires on such issues as grief, kids, funding, and has already seen three people on these issues and Ms. Kostner stated that she is getting busier every day.

Finance –Chairperson Trustee Sullivan –did not have anything to report at this time.

Supervisor Tinerella had a suggestion on a new financial software package from the Township's existing supplier AMS (American Municipal Software)-has their windows based software upgrade package debugged and this week the Supervisor received a short demo of its new features. The price tag is \$3500. Most other Townships using this software have now migrated to this version. Add to next finance committee meeting agenda for recommendation. It has the ACH editor built into it-which is needed for the direct deposit activity. This needs to be part of the consideration with moving to ADP.

Supervisor Tinerella informed the Board that discussion on salaries for the eight elected officials will begin next month. The salaries for the next four years need to be adopted in October. Last time this was done in 2000 the increase was 3% across the board. She will have information on the other 17 townships in Lake County at the next Board meeting. The range in salaries in the Townships of Lake County - Assessors \$80,000 to \$27,000-Highway Commissioners \$70,000 to \$26,000-Supervisors \$88,000 to \$17,000-Clerks \$25,000 to \$4,000 and Trustees \$7500 to \$1200.

Parks – Chairperson Trustee Burch

1. The in ground lighting in front of Ela Town Hall have been installed and need to cut some leaves down before Alpine Festival so the flag lights up.
2. The Girl Scouts have done a beautiful job in planting of the flowers at the Town Hall.
3. Have had some wind damage at Knox Park and are in the process of getting that underground work done at Knox Park also.
4. Scott Bonk will be installing a horizontal climbing wall adjacent to Ela Town Hall after the Alpine Festival this will done so no one will get hurt during the festival.

Supervisor Tinerella had a few additions to add to the Parks Committee Report:

1. Clarke will be spraying by Helicopter this week for another treatment of larger bodies of water in the unincorporated areas to treat mosquitoes.
2. Knox Park needs work-had some wind damage to the roller hockey rink walls. Thanks to Larry Virgillio and friends who repaired the walls, but may need to order six pieces to replace the walls that were completely damaged. Also have quite a few branches down and the volunteer kids will pick these up.
3. The park signs lighting has begun.
4. Need to get the police coming through the parks as a lot of strange things are going on there.

5. Football practice starts July 26th, 2004. The grass is coming in nicely and should almost be cut twice a week.

6. A public Thank You to Brandon Powers whom lives in Ela Township and who has been emptying trash cans at both Ela Township Parks into the dumpsters every Tuesday and he will be assisting with other chores at and around the Township.

Youth and Family Services- Chairperson Trustee Black

Trustee Black read Assessor Hoffman report of continuing work on the 2004 assessments.

Best wishes go out to the Senior Director Sue Neuschel on a family emergency. The senior director wanted to share the following information. That the Junior Survivor Fair there were 100 children, 34 adults, and seven campers from the YMCA. This event and the intergenerational play at Christmas time are the only two events that bring children and seniors together.

Trustee Black has been spending a lot of time this past month on helping Ela Township Social Worker on getting equipment and setting up her new office at the YMCA and introducing her to numerous persons in the community. Feedback from Ela Township Senior Director on what a great asset Susan Kostner is to the Township.

Trustee Black attended the red hat society this month and Volunteer Recognition Day at the Senior Center. She also attended the Lake County Senior picnic at Independence Grove in Libertyville.

Trustee Black suggested to the Supervisor that maybe some of the kids that want volunteer work could answer the phone in the office.

Social Agency Funding Highlights-Supervisor Tinerella

1. Supervisor Tinerella stated that since the budget was approved last month and agency funding was reduced quite a bit with only three agencies (Omni, Sracle and Emaus House of Hospitality) being funded this year. Supervisor Tinerella is making a recommendation to the Board that one check is cut rather than cutting the four checks a year as the amounts are so low.

The Board was in agreement for the Supervisor to pay the organizations with one check.

2. \$60,000 approved for defibrillators-today the Fire Chief brought in an updated proposal from the manufacturer to upgrade 6 units. Medtronic Physio-Control from Redmond, W.A. They have quoted \$43,480.00 to upgrade six units minus communication portions.

When the Fire Department is ready to upgrade their communication they will return to the Township for an additional \$8,000.00.

The Supervisor suggested the Fire Department orders what they need and to have the manufacturer bill Ela Township for the upgraded equipment and that the Township okays the return of the fire department to request the additional equipment.

Trustee Burch stated that the Explorers would be submitting their form for safety equipment and that the explorers assured the Township that the monies received would not be used for salaries only for equipment.

3. Supervisor Tinerella stated that she received a call from Barrington Youth Services and she explained what happened with the funding this year and they said they had served 500 hours to Ela Township residents-some of which were no pays. They said they would forward those no pays to the Township social worker to handle.

4. Emmaus House of Hospitality- they continue to buy and distribute all baby essentials to citizens in Ela Township that need help At St. Francis de Sales Church on Sunday evening. This year the Township is funding them \$10,000 towards this service. Some of the new rotating services that are available on a Sunday Night are blood pressure screening, hair cutting, clothes mending, chiropractor and massage therapist, and a Spanish translator is available.

Trustee Black did not want stipulations for General Assistance applicants of having to meet with the Social Worker to qualify for financial Assistance from the Township.

UNFINISHED BUSINESS

8. Township Social Worker- identify and discuss measurable outcomes for the new social services to be provided for Township residents

Supervisor Tinerella stated that this was on the agenda last month and we have the Social Worker's report and the Supervisor thinks it is premature at this point in time to come up with measurable outcomes, as the Township still needs to identify what the unmet needs are and the focus of program is going to be.

Trustee Black stated that is exactly why at the last meeting she had said to table this agenda item until some time later on and that is why Trustee Black wanted to say that the Social Worker is in the process of developing a program and another component of the program is referrals from places such as schools, community groups, individuals, and municipal sources (Fire and Police Departments) procedures for handling referrals need to be develop and this step will take additional time. The Social Worker will share with the Board her ideas of promoting this new program so that people and groups are aware of it. The Social Worker has started this process by introducing herself to these groups identified in her monthly report. Let us as a Board allow Ela Township Social Worker the time to do her work and continue to up date

the Board on her progress. Let the Board resist attempts to weight the Social Worker down with bureaucratic measures.

Trustee Burch stated that he thought that the Social Worker's report was superb and could not believe she had accomplished so much in such a short time and it would be unfair to implement any kind of program for the Social Worker before knowing what exactly what kind of problems are out there in the Township at this time. Trustee Burch plans on putting no pressure on the Social Worker.

9. Management Reports-identify and discuss what type of information board members would like to see on a regular basis from each service center/department.

Supervisor Tinerella stated that for the first year in office she would provide a comprehensive written report and as we progressed she has had each service center in the Township prepare their own reports (senior center, youth center, social service agencies funding, etc.) for the Board.

What information would the Board like to receive from or see on your monthly basis that would provide an overview of what the Township is doing and who/how many residents are being taken care of?

The Clerk would like to receive a copy of all the reports that are being read at the meetings.

Trustee Black added that in respect to what was listed in the agenda about the management reports she felt that let the Department heads and Elected Officials tell the Board what is important rather than having them become slates to statistics. This Township Organization is small enough and Board members can readily check with residents when there on concerns. There is no need for standardized reports in such a close knit group. Trustee Black said that she regularly speaks with the people that work for the Township and they provide her with information. People are busy enough doing their jobs to burden them with report writing. Trustee Black is very comfortable with the system that the Township has and as if it's not broken don't fix it.

Trustee Sullivan added that he had gone to the Highway garage and looked at the bus reports that are being sent to Pace and he sees nothing wrong with these reports. The complaints come from not itemizing the bills that are sent to the intergovernmental villages. As long as the Highway Commissioner puts down the total amount to the Villages and what more would the Supervisor need for her financial records?

Trustee Black also stated that she had two matters of unfinished business that she wanted to address that required no action from the board:

1. Trustee Black has drafted a newsletter policy and she would like the Board to review this policy so that it can be placed on the agenda and discuss and possible

action on it at the next Board Meeting (August 12) copies of this policy were submitted to the Board. This policy will be attached to the back of the minutes.

2. Trustee Black has drafted a letter to Chief Urry in response to an E-mail he had sent to Ela Township on June 24, 2004 regarding Ela Township Social Worker. Will attached the drafted letter to the back of the minutes. Trustee Black wanted to mainly remind the Police Department that she was designated by Ela Township Board as the so contact for matters involving the Ela Township Social Worker. All future communications regarding the Social Worker should be directed to her.

NEW BUSINESS

10. Settlement and Release Agreement with Victor Cummings-consideration and possible action to approve/ratify action taken after last closed session meeting.

Trustee Burch's motion to approve the Settlement and Release Agreement with Victor Cummings, seconded by Trustee Sullivan. Roll Call: Trustees Burch, Sullivan, Black, and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

Trustee Sullivan just wanted to say, Thank You to Mr. Cummings on all the recommendations that he gave to the Board and Trustee Sullivan was personally sorry that Ela Township started out trying to take property that has been in Mr. Cummings family for years and that Mr. Cummings was nice enough to try and help the Township to locate other properties that were available.

11. Park Equipment-consideration and possible action to accept installation proposal

Trustee Burch's motion to approve the estimate proposal from Jim Taylor Services for \$975.00 to install playground equipment at Knox and Knigge Parks, seconded by Supervisor Tinerella. Roll Call: Trustee Burch, Supervisor Tinerella, Trustees Black and Sullivan all voted aye and the motion carried 4 to 0.

12. Sturm's Subdivision- consideration and possible action to swap property with homeowner

Trustee Burch's motion to approve 0.2 acres land swap as outlined in the letter from Storm water Water Management dated June 26th, 2004, seconded by Supervisor Tinerella. Roll Call: Trustee Burch, Supervisor Tinerella, Trustees Black and Sullivan all voted aye and the motion carried 4 to 0.

Supervisor Tinerella explained that the Township owns 3 parcels of land in Sturms subdivision – one lot is in Deer Park, one is in Kildeer and the other is in unincorporated Lake County.

The Township has been working with Lake County's Storm Water management group for several years to address flooding problems. The property owner of lot #13 on Wooded Ridge has allowed the Township to use part of his property to address the flooding problem. The property owner is now ready to build and would like to swap a similar size piece of property (0.2 acres) with the Township in exchange for the portion of his property that we have been using to address the water problem.

13. 3rd Party Payroll Processing-consideration and possible action to outsource all payroll functions effective week of July 19th.

Supervisor explained to the Board that the software package that is currently being used in the office is from AMS now has an ACH upgrade reporter inside the upgrade package. This means the Township would need to upgrade to the new version of software with AMS -\$3,500. This would lessen the need to have ADP get involved. Supervisor suggested that the Board on making any decisions on this software until Administrator is back from vacation and has a chance to test drive it.

Trustee Black stated that payroll for the Township has always been done in house. Now, with Computers and software, she would expect that the task is more manageable than ever. The number of people working for the Township has not changed very much and she did not agree that outsourcing is necessary or appropriate.

14. Play set Lighting at the Town Hall- consideration and possible action to install lighting on the play set to reduce vandalism

Trustee Burch's motion to accept A.P. Electric proposal #217898 for \$618.50 for lights at Ela Township Park, seconded by Supervisor Tinerella. Roll Call: Trustee Burch, Supervisor Tinerella, Trustees Black and Sullivan all voted aye and the motion carried 4 to 0.

15. Township Administration Office Hours-consideration and possible action to change Friday office hours to be the same as the Assessor's (8 to 1)

Supervisor Tinerella explained to the Board and public about having one building which houses the Assessor, Supervisor, and Clerk's offices. On Fridays the Assessor's office closes at one o'clock. The Supervisor would entertain a motion for the Administration side to have the same hours during the summer. Most of the time on Fridays, are spent handling people who are coming to see the Assessor and are angry that the Assessor's office is not opened. Tom could continue to work alone on Fridays performing the website update and computer system back-up.

Trustee Black did not feel that it was appropriate to compare the Assessor office with the Supervisor's office for there are only two people in the Supervisor office the Supervisor and the Administrator, whereas the Assessor has a staff of people. The Assessor is a separately elected official who can determine how to perform her duties without input from the Board.

The Township Supervisor is also an elected official, but the duties of the Township for all but general assistance are the responsibility of the Board. As a Board member I do not believe that the Friday office hours should be shortened merely because the Supervisor and the Administrator want more time off.

Trustee Black talked to Assessor Hoffman about this and the Assessor mentioned that the Assessor's office has a good working relationship with the Township and she would be consider keeping the Assessor's office open later on Fridays.

This item will be tabled until the Assessor is present to give her opinion on sharing of the office hours.

16. Executive session Meeting minutes May 13 and June 10 – consideration to approve

The minutes were tabled and not released.

At this time Trustee Sullivan read a statement about the Townships plans to acquire land and would like this statement to be attached to the back of the minutes.

Supervisor Tinerella stated that it was incredible that a Trustee writes a letter like this and uses the Assessor and the Highway Commissioner to get consensus and approval of other members on the Board for a statement like this. This is a violation of the spirit of the open meeting act.

Trustee Burch's motion to accept Trustee Sullivan statement, seconded by Trustee Sullivan. No roll call was taken and no motion was done, because this statement was not on the agenda.

Discussion: At this time it became a shouting match.

Jim Tarbet stating that this statement was a violation against the open meetings act. It is fine to read a statement but the business of this body belongs in the public domain not an individual running from one to the other or passing a comment to collectively do something behind closed doors of your own private homes, as collections of being able to do business of this body. This is a direct quote as was said.

Supervisor Tinerella wanted to know why she wasn't consulted on this statement.

Barb Evans stated that the Board should have a plan, that nothing publicly has been submitted maybe look at other options (buildings that could be available now)

Trustee Burch stated that the statements made in the paper that the Trustees had stated certain things and possible usages for land. Until the land is purchased and an advisory board is formed.

Trustee Black stated that most discussion on land acquisition was done in closed session and is not public knowledge yet.

Trustee Burch stated that until the land purchase was completed and then a advisory Board would be formed and until then this information belongs in closed session.

Supervisor Tinerella stated that the Township should be working with the other Villages in the community and she feels like she is working in a vacuum. The Supervisor gets upset when the Board says she working with the enemy. She doesn't feel that the Villages are our enemy.

The Trustees stated that they have not ever accused the Supervisor of working with the enemy.

Dennis Abbott stated that if the audience had attended all the meetings they would have heard what the Trustees had to say on the land. As far as working with other Villages how come those Village aren't here working with the Township. The Board is doing a good job.

Trustee Black also read a prepared statement about the Township plans to acquire land and wanted it attached to back of the minutes.

17. Adjournment

At 9:12p.m.

Supervisor Tinerella's motion to adjourn at 9:12, seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, Trustees Sullivan, Burch, and Black all voted aye and the motion carried 4 to 0.

LUCY PROUTY ELA TOWNSHIP CLERK

Land Acquisition

I respect someone's right to question a decision of this or any governing Board. I continue to believe that this Board is making the right decisions for Ela Township regarding the acquisition of land. As I have said before, once the lease at the YMCA is over, Ela Township will be looking for space. Buying land now provides the Township with the opportunity to plan for the future and be ready for the day that the lease ends. It goes without saying that there will be less land available 10 years from now, and what land is developable then will certainly be much more expensive than it is now. Hence, the decision to purchase land now makes good sense.

It must also be recognized that there are expenses for buying and developing land, and the reality of the situation is that this Board and future Boards must hold to budgets that first and foremost fund the Township's core functions such as Property Assessment, Highway Dept. functions, General Assistance, and the social work, youth and senior programs that have been developed. Once these functions are funded and debt service is paid, there simply is little else for support available for non-Township programs and services.

While the value of athletic and cultural programming is not disputed, people like Barbara Evans, Flames Football, and Ela Soccer Association regularly appear before the Board with funding requests, and in the past have received funding from the Township, but such programming belongs more appropriately in a Park District. Given the number of people participating in sports and cultural events, perhaps it is time for sports and cultural leaders to work towards the formation of a Park District for this area whose mission would be to support their programming. The Township must meet its own needs first, and after those needs are met there simply is not much for non-Township functions.

There is simply not enough revenue being taken-in to meet existing Township needs and those of the sports and cultural arts leaders. We simply can't do it all without a tax increase and I do not and will not support a tax increase for residents.

Mimi Black
Ela Township Trustee